



## Managed Risk Medical Insurance Board

1000 G Street, Suite 450

Sacramento, CA 95814

(916) 324-4695 FAX: (916) 327-6245

[www.mrmib.ca.gov](http://www.mrmib.ca.gov)

## JOB OPPORTUNITY BULLETIN

*Join an exciting, fast-paced, and highly visible office!  
Close to Bus Routes, Light Rail, & Parking Garages*

### **Associate Governmental Program Analyst**

**Monthly Salary: \$4,400 - \$5,348**

**One Limited-Term , Full-Time Position**

**(24-Months – expires 6/30/12)**

**Location: Downtown Sacramento**

**Position Number: 443-300-5393-743**

**Refer to Job ID# 09-ADM-029**

**Final Filing Date: July 06, 2010**

Under the general direction of the Chief, Human Resources and Program Support, the Associate Governmental Program Analyst (AGPA) functions as primarily as a contract analyst and may perform other duties in the area of business services or other perform other functions within the Administration Division, including acting as a back-up to the Associate Business Management Analyst when needed. The AGPA is at the advanced journey level and is expected to exercise a high degree of independence and initiative in researching and making recommendations and decisions.

**This position is a 24 month limited-term position that expires 6/30/12, but may become permanent in the future.**

The AGPA with departmental staff as needed to gather information necessary to independently prepare a variety of Administrative contracts. Prepares documents for review by the initiator and Legal Office. Prepares the appropriate documents for presentation to MRMIB's Board as required.

May act as back-up to the Associate Business Management Analyst and assist with a variety of business services functions or in other Administrative areas as needed.

Performs other duties as related or as needed within the Administration Division.

#### **SPECIAL REQUIREMENTS (If applicable)**

This position is required to file a Form 700 under the Board's Conflict of Interest code.

#### **DESIRABLE QUALIFICATIONS (These are skills or abilities specific to this position.)**

- Knowledge of the State Contracting Procedures
- Knowledge of business services functions
- Good writing skills
- Excellent proofreading skills
- Attention to detail
- Ability to interact well with all levels of staff
- Demonstrates good judgement
- Excellent organizational skills
- Proficiency using Word and Excel

#### OTHER EXPECTATIONS

- Demonstrates commitment to performing duties in a service-oriented manner.
- Demonstrates commitment to maintaining a work environment free from discrimination and sexual harassment.
- Maintains good work habits and adheres to all policies and procedures.

#### **Who May Apply:**

Applications will be accepted from individuals currently in the class or who have list, transfer or reinstatement eligibility to the class. **Please Note:** MRMIB will not be accepting applications from candidates that took the Statewide Open on-line Exam. Only the most qualified candidates will be interviewed. Hire may be restricted to SROA or surplus state employees. Surplus candidates must submit copy of surplus status letter. Interested parties should submit a Std. 678, State Application (available at [www.jobs.ca.gov](http://www.jobs.ca.gov)). In Section 12 of the application enter **Job ID# 09-ADM-029 and Position # 443-300-5393-743 and the basis for appointment eligibility. Only the most qualified candidates will be interviewed: Send your application and resume to:**

**Managed Risk Medical Insurance Board  
1000 G Street, Suite 450  
Sacramento, CA 95814  
Attn: Robin Conover – Personnel**

**Applications must be RECEIVED in the Personnel Office by 5:00 p.m. on the Final Filing Date: July 06, 2010.**

If you have questions regarding this information, please contact Robin Conover at (916) 445-3940.

*Equal Employment Opportunity Employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.*

